

TMC Parcel Shipping Entry Instructions:

1. Login is located at the top right-hand corner at www.mytmc.com. Shipper will need to be selected.

TMC Supply Chain & Logistics X	+								- 0	×
← → C 🔒 mytmc.com								*	***	@) :
	TMC ADVISION OF C.H. ROBINSON	Services	Results	Resources	About	Search	☆ Losin₂ √er English > Shippers Q Carriers Q			

2. Once logged in, the below screen will appear. From here, select Enter Shipment on the left-hand side under Manage Shipments. You also have the option to select a template from the bottom section of the screen if one is created.

	Quick Track TMC #	Search Weick	ome TMC Test and Demo 🚯 Loggat Ications(13) Cuick Links 🗸 🗘 Settings 🔗 Hele	
Manage Shipments Enter Shipment Activity Board Manage Spot Bids Shipment Import Manage Templatos Get Quotes View Documents Accounts Payable Manage Facilities Reporting Contact Us	Shipment Status (29) Incomplete (26) O Incomplete (26) O Incomplete (26) Order Incomplete (26) Order Pinned Shipments Origin (City, S1) There are currently no notifications	rdered (1) Booked (2) d (1) Booked (2) Destination (City, ST) Ordered	Loading/In Transit (0) Unloading/Delivered (0) No Data Found No Data Found Booked Picked Up In Transit Delivered Notifications	From 2/1/2021 To 2/28/2021 To Search Search
	Shipment Templates ? My Templates Parcel Demo Customer Templates	Shipment Monitor ? ? ? Shioments Delivering Today Shioments Delivering Tomoroy Shioments Delivering Vesterday Shioments Delay Dalay Shioments Picking Ula Tomoroy Shioments Picking Ula Yesterday Shioments Picking Ula Yesterday Shipments with Active Alerts	Saved Searches ? ? Save advanced searches for one click access to the search results you need. Get started now	



3. Below screen is where you will land when Enter Shipment is selected. From here you will select Account and mode of Small Parcel. Then Create Shipment.

TMC A DIVISION OF C.H. ROBINSON	Quick Track TMC # V Advanced Search Q i ? Welcome TMC Test and Demo & Logad Advanced Search Search Search Search	2
✓ Manage Shipments		1
Enter Shipment Activity Board	Enter Shipment	l
Manage Spot Bids Shipment Import	Select Account • [C4747352 - TMC Test and Demo Customer, 315 N Racine Ave, Chicago, IL 🗸	
Manage Templates ? > Get Quotes	Select snipment lype: Create Snipment Create Template	l
> View Documents	User tempores	I
> Accounts Payable	Select Template: Parcel Demo ♥] Load	I
> Manage Facilities		I
> Reporting		I
> Contact Us		

4. Order Builder screen will appear as shown below.

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Manage Shipments Enter Shipment Activity Board Manage Spot Bids	Account C4747352 - TMC Test and Demo Customer, 315 N Racine Ave, Chicago, IL	
Shipment lenport Manage Templates ? Get Quotes View Documents Accounts Payable	(*) Indicates fields that must be completed before submitting this subjencest STRAADIT BILL OF LADING - INCIT FORM - NOT NECOTIALE This functionarian is the only the holy that is a subjence of the source of the holy to the holy to the holy to the source of the holy to the source of the holy to tholy to the holy to the ho	
> Manage Facilities > Reporting	Small Parcel Shipment Information	
> Contact Us	Stops	
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	Package Details	
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	[Data Sales Convolter]	÷



5. Package details such as weight and dimensions will be required. Details screen may look slightly different than shown.

	Package Details			
PACKAGE CREATE	Delivery Confirmation	Not Required V	Shipper Ref #	
Vendors use Navisphere Online to create orders with package details and attributes.	Saturday Delivery Residential		Ref #2 / Invoice #	
Weight is required for rating. Dimensions are not required for rating but are required for shipping (labels). Other attributes may be required or needed depending on the business scenario.	Package 1 Weight (lb) Length (in) 5.000 40.00 Add Package	Width (in) Height (in) 10.00 10.00	Volume COD amt	Declared Value Tracking Number

6. Service levels and published rates will be shown along with estimated delivery date and time. Some service levels may be excluded based on location. Select appropriate service level for shipment and book carrier/service level. Labels will be provided on the next screen.

-	CCT DOOKING			
"Be	st Cost Carrier a	and Service Level is listed first		
	Carrier Name	Service Level	Delivery Date	Cost
۲	UPS	UPS Ground	10/1/2019 11:00:00 PM	\$9.59 USD
0	UPS	UPS 3 Day Select		\$14.95 USD
0	UPS	UPS 2nd Day Air	10/1/2019 11:00:00 PM	\$21.45 USD
0	UPS	UPS 2nd Day Air A.M.	10/1/2019 10:30:00 AM	\$24.14 USD
0	UPS	UPS Next Day Air Saver	9/30/2019 03:00:00 PM	\$54.56 USD
0	UPS	UPS Next Day Air	9/30/2019 10:30:00 AM	\$60.61 USD
0	UPS	UPS Next Day Air Early	9/30/2019 08:00:00 AM	\$92.78 USD



7. This screen provides tracking and label printing options. By clicking on the tracking number, you will be redirected to the carrier site and tracking information will be provided. You also have the option to schedule a pick-up if you do not currently have a standing appointment with the carrier.

LABEL GENERATION	TMC Number(s): 339732861 Lane: TUCSON, AZ - TUCSON, AZ Booked Carrier: UPS - Ground Parcet Shipping The selected carrier and service level have been successfully booked on the shipment. Please see the below grid for th tracking number and label.	e package
Using Navisphere Online, a vendor generates the label and tracking number for the carrier and service level determined or selected in the previous step. Labels can be configured in several different formats including ZPL and are printed directly from Navisphere Online. For locations that do not have a regular parcel carrier pick up, vendors can use Navisphere Online to schedule a pick-up directly with carriers.	Package Tracking Number Label Package 1/28476490391524385 Redrint Package 2 1/28476490394213795 Redrint View/Print All Labels (PDE) View/Print All Labels (PDE) Context Name * (Interface) Address 1* 1995 SAventow Way Address 1* 1995 SAventow Way Address 2 Cay * Thu680H State * 1 Genetity View/Print All Labels (PDE) View Way View Way	# of Pedages * Total Weight (b) * Pick-op Date * Sect Data Earlies Pick Up Time, * 1200 Pill v Special Instructions

	✓ Package 1: 1Z84764	60391524385 - Customer Pa	ckaging - Booked	1	
LABEL GENERATION Tracking numbers are updated on the packages so the orders are ready to be tracked as soon as the label is scanned. The Navisphere Online shipment details will show the package statuses received	Weight Tracking# Reference Numbers	50.000 (lb) <u>1Z8476460391524385</u> /	L/W/H Volume Quantity		80.00 (in) / 19.00 (in) / 4.00 (in) 6,080.00 (in ^s)
via EDI-214 and a tracking number link to the carrier's website is provided.	Date/Time 11/12/2020 12:00:00 AM 11/12/2020 12:00:00 AM 11/13/2020 12:00:00 AM	Milestone Order Processed - Manifest C Scheduled Pick up Estimated Deliver Date	Complete	Location	